

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Information and Communication Technology Division (ICT)
<b>Location:</b>	Saint George Government Building (SGGB), Nuku'alofa
<b>Job Title:</b>	Daily Paid COGIII
<b>Position Number:</b>	
<b>Reports to:</b>	System Analyst - Infrastructure Unit
<b>Band:</b>	P
<b>Salary:</b>	9,240 – 13,860
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Manage Installation and setup desktops, laptops and peripheral devices</li> <li>• Manage and update Inventory of ICT equipment</li> <li>• Perform general helpdesk and support (1<sup>st</sup> and 2<sup>nd</sup> tier support) for the following areas. <ul style="list-style-type: none"> <li>a) Local Network</li> <li>b) Wide Area Network (Line Ministries connecting to finance management)</li> <li>c) Internet connectivity</li> <li>d) Desktop, Laptops</li> <li>e) Copiers, Printers</li> <li>f) Microsoft Office Applications</li> <li>g) Sun System (Payroll system)</li> <li>h) In-house Developments</li> <li>i) Phone system</li> <li>j) Air condition</li> <li>k) Camera</li> <li>l) Presentation</li> </ul> </li> <li>• Monitor internet usage</li> <li>• Monitor printer and copier toner</li> <li>• Assist in producing and designing Ministry Publications (Business cards, greeting cards, invitation cards).</li> <li>• Assist in Printing Government Budget and Cooperate Plan.</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Manage installation, setup desktops, laptops and peripheral devices</b></p> <p><b>Label and Update assets</b></p> <p><b>Manage and update inventory of ICT equipment</b></p> <p><b>Manage stock level for toner</b></p>

	<p><b>General Helpdesk &amp; Support</b></p> <ul style="list-style-type: none"> <li>• ICT customer services to staff and other key stakeholders</li> <li>• ICT support when directed by Helpdesk coordinator</li> </ul> <p><b>Assist in producing &amp; designing</b></p> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Business Cards</li> <li>• Greeting Cards</li> <li>• Invitation cards</li> </ul> <p><b>Assist in Printing</b></p> <ul style="list-style-type: none"> <li>• Government Budget Statement</li> <li>• Government Budget Estimates</li> <li>• Ministry Corporate Plan</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good Analytical skills.</li> <li>• Good Programming Skills</li> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> <li>• Must have good public relation and networking skills.</li> <li>• Ability to travel and work after hours would be an advantage.</li> </ul> <p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>✚ Certificate level 4</li> <li>✚ Form 7 or equivalent of Certificate level 3 + 2 years' <u>work experience</u></li> <li>✚ Form 6 PSSC or equivalent of Certificate level 2 + 4 years' <u>work experience</u></li> </ul> <p>Current TPS employee with 5 years' experience in a <b>similar role</b> (meeting other_core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p> <p><b>Desirable:</b></p> <p>Work experience with Financial Management Information System will be an advantage.</p>
<b>Authorised by (sign and date)</b>	
<b>A/Deputy CEO / HOD- ICT</b>	<p>Name: Mr Heneli Palu</p> <p>Signature &amp; Date:</p>
<b>CEO for Finance</b>	<p>Name: Mrs Kilisitina Tuamei'api</p> <p>Signature &amp; Date:</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date:</p>

